

CONTRACT REQUEST FORM (CRF)

CEC-94 (Revised 1/11)

CALIFORNIA ENERGY COMMISSION



☐ New Contract - - ☐ Amendment to Existing Contract: - - Amendment Number: _____

Division	Contract Manager:	MS-	Phone	CM Training Date
200 Financial Services	Andrew Ferrin	18	916-654-4921	

Contractor's Legal Name	Federal ID Number
Natural Resources Agency	68-029858

Title of Project
Assesment Agreement with the Natural Resources Agency

Term	Start Date	End Date	Amount
New/Original Contract	7 / 1 / 11	6 / 30 / 14	\$ 465,000

Line up the Amendment information as best as possible in the following boxes

Amendment #	End Date (mm/dd/yy)	Amount

Business Meeting Information

Proposed Business Meeting Date	6/15/11	<input type="checkbox"/> Consent	<input checked="" type="checkbox"/> Discussion
Business Meeting Presenter	Andrew Ferrin	Time Needed:	5 minutes

Agenda Item Subject and Description

Possible approval of a contract with the California Natural Resources Agency for \$465,000.00 to acquire three years of services for general policy oversight and climate change support.

Business Meeting approval is not required for the following types of contracts: *Executive Director's signature is required in all cases.*

- ☐ Contracts less than \$10k (*Policy Committee's signature is also required*)
- ☐ Amendment for a no-cost time extension. Must be first extension, less than one year and original contract less than \$100k.
- ☐ Contracts less than \$25k for Expert Witness in Energy Facility licensing cases and amendments.

Purpose of Contract or Purpose of Amendment, if applicable

The purpose of this agreement is to acquire general policy oversight and climate change support from the California Natural Resources Agency. The Natural Resources Agency will serve as the principal communications link between the Governor of California and the Energy Commission as well as provide, administrative and coordination assistance. Lastly, the Natural Resources Agency shall furnish two copies of all reports prepared on energy related issues to the Energy Commission upon request.

California Environmental Quality Act (CEQA) Compliance

- Is Contract considered a "Project" under CEQA?

☐ Yes: skip to question 2 ☒ No: complete the following (PRC 21065 and 14 CCR 15378):

Explain why contract is not considered a "Project":

Contract will not cause direct physical change in the environment or a reasonably foreseeable indirect physical change in the environment because these services are for general policy oversight and climate change support.
- If contract is considered a "Project" under CEQA:

☐ a) Contract **IS** exempt. (Draft NOE required)

☐ Statutory Exemption. List PRC and/or CCR section number: _____

☐ Categorical Exemption. List CCR section number: _____

☐ Common Sense Exemption. 14 CCR 15061 (b) (3)

Explain reason why contract is exempt under the above section: _____

☐ b) Contract **IS NOT** exempt. The Contract Manager needs to consult with the Energy Commission attorney assigned to their division and the Siting Office regarding a possible Initial Study.

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**Budgets Information**

Contract Amount Funded		Breakdown by FY			Funding Sources			
Funding Source	Amount	FY	Amount	Approved ?	Funding Source	FY	Budget List No.	Amount
ARFVTF	\$		\$	No	State - ERPA	11/12		\$155,000
ECAA	\$		\$	No	State - ERPA	12/13		\$155,000
State- ERPA	\$465,000	11/12	\$	Yes	State - ERPA	13/14		\$155,000
Federal	\$		\$	No	Funding Source			\$
PIER - E	\$		\$	No	Funding Source			\$
PIER - NG	\$		\$	No	Funding Source			\$
Reimbursement	\$		\$	No	Funding Source			\$
RRTF	\$		\$	No	Funding Source			\$
Other	\$		\$	No	Funding Source			\$
TOTAL: \$465,000		TOTAL:	\$ 0		TOTAL: \$465,000			
Reimbursement Contract #:					Federal Agreement #:			

Contractor's Administrator/ Officer		Contractor's Project Manager	
Name:	Vickie Key	Name:	Mary Delaney
Address:	1416 Ninth Street Suite 311	Address:	1416 Ninth Street Suite 311
City, State, Zip:	Sacramento, CA, 95814	City, State, Zip:	Sacramento, CA, 95814
Phone/ Fax:		Phone/ Fax:	916-654-9055
E-Mail:	vickie.key@resources.ca.gov	E-Mail:	mary.delaney@resources.ca.gov

Contractor Is

☐ Private Company (including non-profits)
☒ CA State Agency (including UC and CSU)
☐ Government Entity (i.e. city, county, federal government, air/water/school district, joint power authorities, university from another state)

Selection Process Used

☐ Solicitation Select Solicitation Type Solicitation #: - -
☐ Non Competitive Bid (Attach CEC 96)
☒ Exempt Other Governmental Entity

Civil Service Considerations

☒ Not Applicable (Contract is with a CA State Entity or a membership/co-sponsorship)
☐ Public Resources Code 25620, et seq., authorizes the Commission to contract for the subject work. (PIER)
☐ The Services Contracted:
 ☐ are not available within civil service
 ☐ cannot be performed satisfactorily by civil service employees
 ☐ are of such a highly specialized or technical nature that the expert knowledge, expertise, and ability are not available through the civil service system.
☐ The Services are of such an:
 ☐ urgent
 ☐ temporary, or
 ☐ occasional nature
 that the delay to implement under civil service would frustrate their very purpose.
Justification:

Payment Method

☒ A. Reimbursement in arrears based on:
 ☐ Itemized Monthly ☐ Itemized Quarterly ☐ Flat Rate ☐ One-time
☐ B. Advanced Payment
☒ C. Other, explain: Payment once per fiscal year

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**Retention**

1. Is contract subject to retention? ☒ No ☐ Yes
 If Yes, Do you plan to release retention prior to contract termination? ☐ No ☐ Yes

Justification of Rates

N/A

Disabled Veteran Business Enterprise Program (DVBE)

1. ☒ Not Applicable
 2. ☐ Meets DVBE Requirements DVBE Amount:\$ _____ DVBE %: _____
 ☐ Contractor is Certified DVBE
 ☐ Contractor is Subcontracting with a DVBE: _____
 3. ☐ Requesting DVBE Exemption (attach CEC 95)

Is Contractor a certified Small Business (SB), Micro Business (MB) or DVBE?

- ☒ No ☐ Yes
 If yes, check appropriate box: ☐ SB ☐ MB ☐ DVBE

Is Contractor subcontracting any services?

- ☒ No ☐ Yes
 If yes, give company name and identify if they are a Small Business (SB), Micro Business (MB) and/or DVBE:
 _____ ☐ No ☐ SB ☐ MB ☐ DVBE
 _____ ☐ No ☐ SB ☐ MB ☐ DVBE
 _____ ☐ No ☐ SB ☐ MB ☐ DVBE

Miscellaneous Contract Information

1. Will there be Work Authorizations? ☒ No ☐ Yes
 2. Will there be IT expenditures? ☒ No ☐ Yes
 3. Is the Contractor providing confidential information? ☒ No ☐ Yes
 4. Is the contractor going to purchase equipment? ☒ No ☐ Yes
 5. Check frequency of progress reports
 ☐ Monthly ☐ Quarterly ☒ None
 6. Will a final report be required? ☒ No ☐ Yes
 7. Is the contract, with amendments, longer than a year? If yes, why? ☐ No ☒ Yes
 Services provided will span a three-year term.

The following items should be attached to this CRF

- | | | |
|---|---|--|
| 1. Scope of Work, Attach as Exhibit A. | <input type="checkbox"/> N/A | <input checked="" type="checkbox"/> Attached |
| 2. Budget Detail, Attach as Exhibit B. | <input type="checkbox"/> N/A | <input checked="" type="checkbox"/> Attached |
| 3. CEC 96, NCB Request | <input checked="" type="checkbox"/> N/A | <input type="checkbox"/> Attached |
| 4. CEC 30, Survey of Prior Work | <input checked="" type="checkbox"/> N/A | <input type="checkbox"/> Attached |
| 5. CEC 95, DVBE Exemption Request | <input checked="" type="checkbox"/> N/A | <input type="checkbox"/> Attached |
| 6. Draft CEQA Notice of Exemption (NOE) | <input checked="" type="checkbox"/> N/A | <input type="checkbox"/> Attached |
| 7. Resumes | <input checked="" type="checkbox"/> N/A | <input type="checkbox"/> Attached |

Contract Manager_____
Date_____
Office Manager_____
Date_____
Deputy Director_____
Date

The following signatures are only required when contract approval is delegated to the Executive Office and not approved at a Business Meeting.
 See Business Meeting Information Section.

Presiding Policy Committee_____
Date_____
Associate Policy Committee_____
Date_____
Executive Director_____
Date